

GPD: Electronic Grants Management System (eGMS)

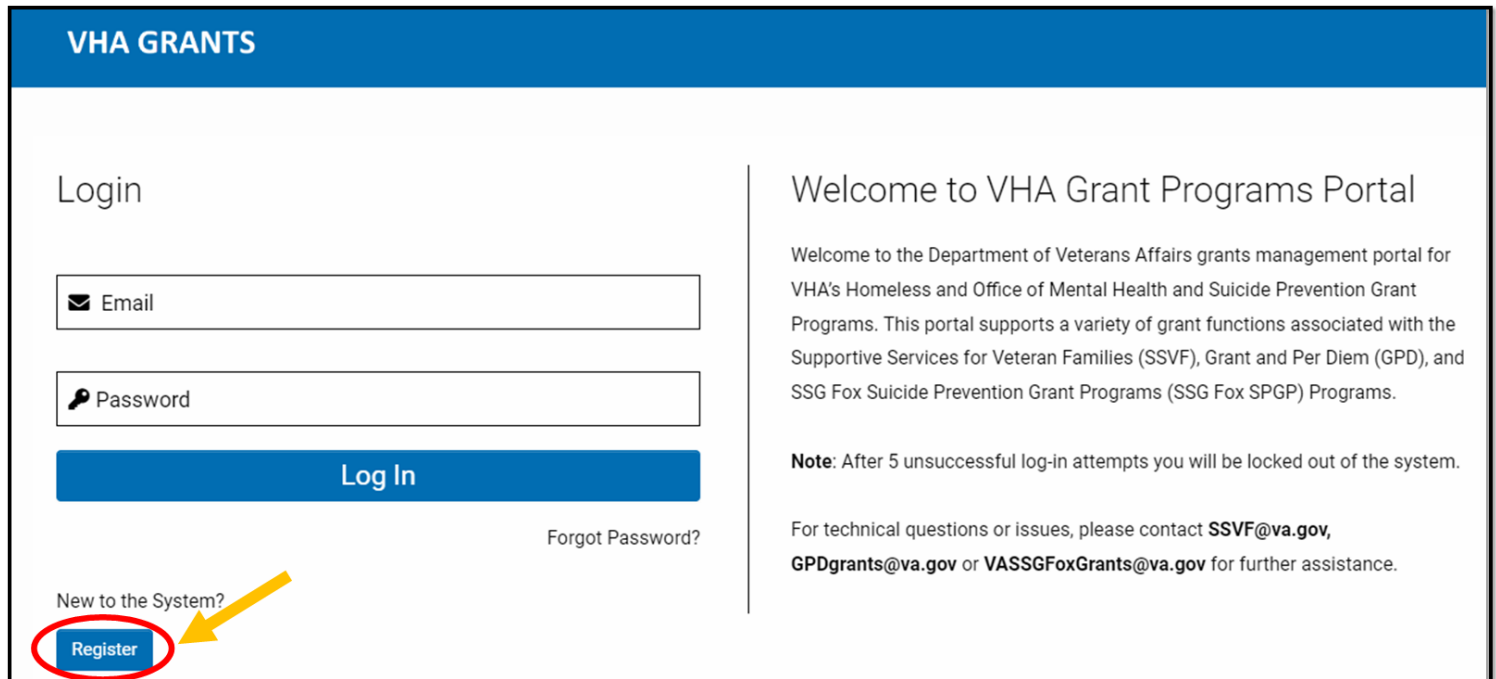
How-To: Register a New Organization in eGMS

[GPD Provider Website](#)

Step 1: Register in eGMS

Access eGMS: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp

- Select the Register button to begin:



VHA GRANTS

Login

Email

Password

Log In

Forgot Password?

New to the System?

Register

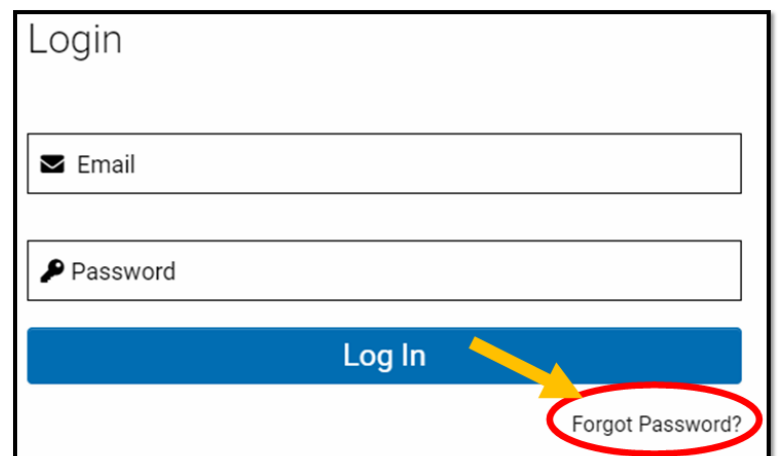
Welcome to VHA Grant Programs Portal

Welcome to the Department of Veterans Affairs grants management portal for VHA's Homeless and Office of Mental Health and Suicide Prevention Grant Programs. This portal supports a variety of grant functions associated with the Supportive Services for Veteran Families (SSVF), Grant and Per Diem (GPD), and SSG Fox Suicide Prevention Grant Programs (SSG Fox SPGP) Programs.

Note: After 5 unsuccessful log-in attempts you will be locked out of the system.

For technical questions or issues, please contact SSVF@va.gov, GPDgrants@va.gov or VASSGFoxGrants@va.gov for further assistance.

If you are a current system user and unable to log in, please utilize the *Forgot Password* option to reset your password, please **DO NOT** register a new account. Only register if you are a new organization that has never used this system to apply for any GPD, SSVF, SPGP, or VJO grants before.



Login

Email

Password

Log In

Forgot Password?

NOTE: If your organization is already registered in the system and you would like to be added as a contact to view the grant record(s), please reach out to someone within your organization who has access to the grant(s) and provide them with this How-to Guide for adding/updating Grant Contacts so they can invite you as a contact: <https://www.va.gov/HOMELESS/docs/GPD/providers/UDPaaS TutorialAddContacts.pdf>

If you have any issues, please reach out to the GPD National Program Office at GPDgrants@va.gov.

Select your organization type:

- Charitable or Nonprofit Organization
- Eligible Entities that are Not Charitable or Nonprofit Organizations

VHA GRANTS

Registration Options

To register your Organization, please select:

1. **Charitable or Nonprofit Organizations** registration if you are a nonprofit registered with the IRS.
2. **Eligible Entities that are Not Charitable or Nonprofit Organizations** registration if you are:
 - City/township government
 - County government
 - State government
 - Tribal organization
 - Public/Indian housing authority
 - Consumer Cooperative
 - Any other eligible entity

Select one of these options:

Charitable or Nonprofit Organizations


Eligible Entities that are Not Charitable or Nonprofit Organizations

Step 3: Fill in your Organizations EIN & Select Search

If you chose the **Charitable or Nonprofit Organization** option in Step 2 - Search for your organization by adding only the EIN, without the hyphen (e.g., 989898989):

NOTE: If you chose the Eligible Entities option in Step 2, skip this Step and go to Step 4a on page 5.

Organization Search

 The organization search utilizes the IRS database to complete the organization registration. Please enter your **EIN** only and click Search to continue.

EIN



Name



Address

City

State



Search

NOTE: If your organization is charitable or nonprofit and you are unable to find your organization during this search, please reach out to the GPD National Program Office at GPDgrants@va.gov for assistance, please include a copy of your IRS determination letter showing your nonprofit status.

Step 4: Finish the Registration Process for Charitable or Nonprofit Organizations


Some fields are auto-populated, please fill in the remaining fields:

- The Organization Name must match the Legal Name but in standard business format (e.g., SALVATION ARMY → Salvation Army)
- Please ensure that you also accurately add your UEI, this field is mandatory
- Add your contact information, then select the Submit button to complete the process

VHA GRANTS Registration

Organization Information

Search IRS Data

 Note, the organization address identified below is pulled from the IRS database associated with your organizations tax ID number. Grant applicants will have an opportunity to update this information, if needed, once your account has been created.

* Legal Name

* Organization Name

DBA or AKA

* Address

Address 2

* City

* State

Virginia

* Postal Code

* Tax ID

UEI

Web Site

Contact Information

* First Name

* Last Name

* Title

* Email

Submit

VHA Homeless Programs Office (11HPO) | page 4 | Grant & Per Diem | September-2022

Step 4a: Finish the Registration Process for Eligible Entities

Fill in all requested information:

- The Organization Name must match the Legal Name but in standard business format (e.g., SALVATION ARMY → Salvation Army)
- Please ensure that you also accurately add your UEI, this field is mandatory
- Add your contact information, then select the Submit button to complete the process

VHA GRANTS

Registration

Organization Information

i

Instructions

Required fields are marked with an asterisk "**".

* Legal Name

* Organization Name

DBA or AKA

* Address

Address 2

* City

* State

* Postal Code

* Tax ID

UEI

Web Site

Contact Information

* First Name

* Last Name

* Title

* Email

Submit

Step 5: Registration Complete

Once you have completed the registration process you will receive an email with a temporary password to finish setting up the new organization in eGMS.

VHA GRANTS

Registration Complete

Registration Complete

Thank you for registering. Please check your email for login instructions. If you do not receive a login email after 5 minutes, please check your junk/spam folder.

[EXTERNAL] Welcome: UDPaaS User information

N

noreply@udpaas.com

To

☼

↩ Reply

↩ Reply All

→ Forward

⋮

Dear H M,

Thank you for registering with the VHA Grants Programs' online grants management system. The UDPaaS system will support grants management activities for the Grant and Per Diem (GPD), Supportive Services for Veteran Families (SSVF) and the SSG Fox Suicide Prevention Grant Program (SSG Fox SPGP) Programs.

Your user name is and your temporary password is Fka6cc

Please login here <https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhmlsgrants-va.mod.udpaas.com%2F&data=05%7C01%7C%7Ce61117b9a7524392d92008da95043dd%7Ce95f1b23abaf45ee821db7ab251ab3bf%7C0%7C0%7C637986142695656078%7CUnknown%7CTWfpbgzsb3d8eyjWjoiMC4wLjAwMDAilCjoiV2luMzllCjB1I6ik1haWwLClXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=b9fe%2Fycn8PADGxRWX7kTQnXpUtrHS%7C637986142695656078%7CUnknown%7CTWfpbgzsb3d8eyjWjoiMC4wLjAwMDAilCjoiV2luMzllCjB1I6ik1haWwLClXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=Q0U9it3X6NGXVecPPaXfOvYElc8e2Spqdv7%2BQxmED4%3D&reserved=0> using the credentials above. Once you log in you should change your password by choosing the Personal Settings menu then choose the Password tab.

Sincerely,

VHA Grants Programs

This is an unmonitored email account and responses will not be received. If you require support for the Supportive Services for Veterans Families, please contact ssvf@va.gov. If you require support for the Grant and Per Diem program, please contact gpdgrants@va.gov. If you require support for the SSG Fox Suicide Prevention Grant Programs (SSG Fox SPGP), please contact VASSGFoxGrants@va.gov. For technical questions or issues, please contact SSVF@va.gov, GPDgrants@va.gov or VASSGFoxGrants@va.gov for further assistance.

CONFIDENTIAL: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify support@udpaas.com. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient, you are notified that disclosing, copying, distributing, or taking any action in reliance on the contents of this information is strictly prohibited.

Notice of Liability: UDPaaS accepts no liability for the content of this email or for the consequences of any actions taken on the basis of the information provided. If you are not the intended recipient, you are notified that disclosing, copying, distributing, or taking any action in reliance on the contents of this information is strictly prohibited.

© 2022 UDPaaS. All rights reserved.

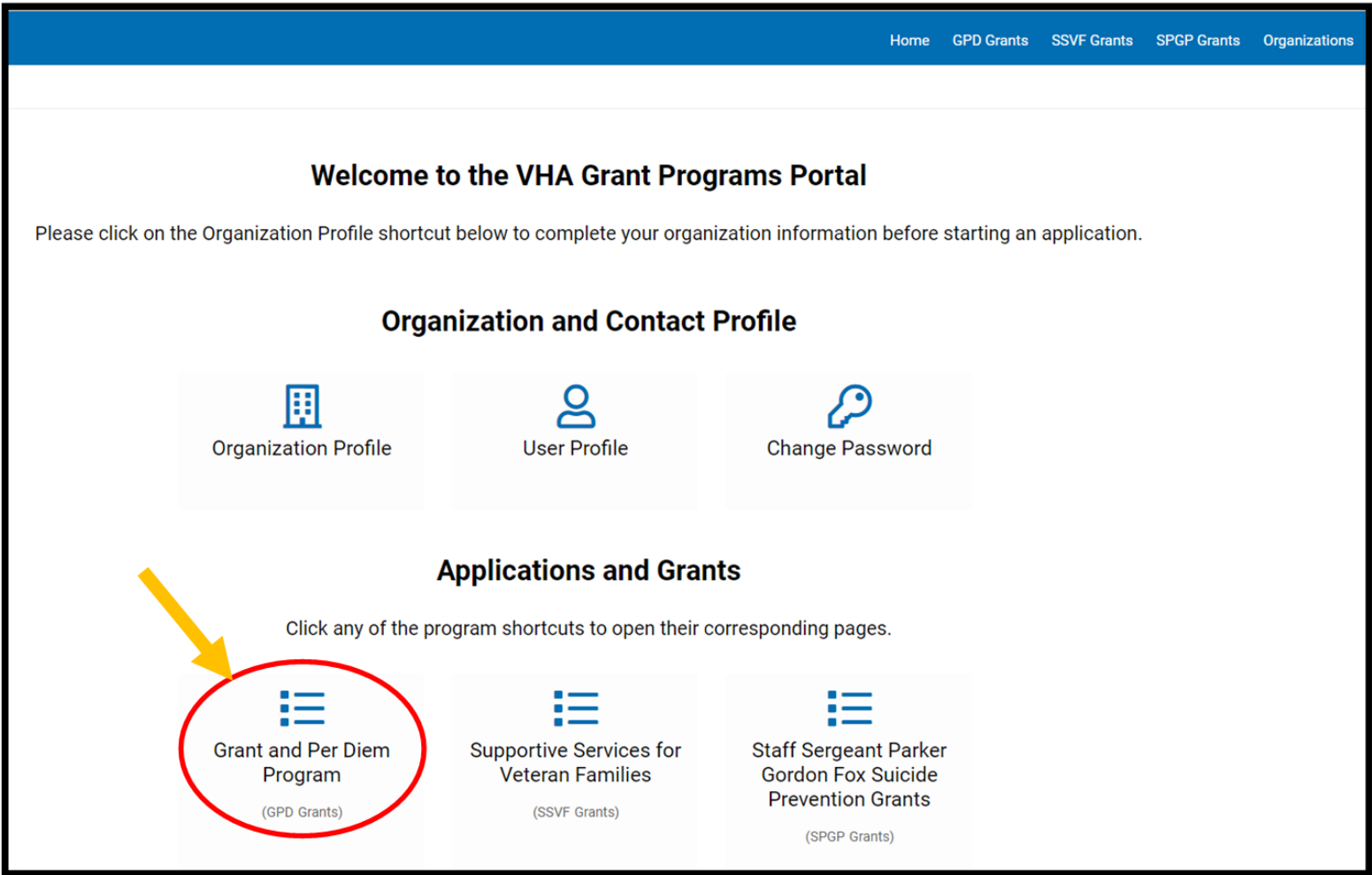
[UDPaaS Logo]<<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.udpaas.com%2F&data=05%7C01%7C%7Ce61117b9a7524392d92008da95043dd%7Ce95f1b23abaf45ee821db7ab251ab3bf%7C0%7C0%7C637986142695656078%7CUnknown%7CTWfpbgzsb3d8eyjWjoiMC4wLjAwMDAilCjoiV2luMzllCjB1I6ik1haWwLClXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=Q0U9it3X6NGXVecPPaXfOvYElc8e2Spqdv7%2BQxmED4%3D&reserved=0>>

VHA Homeless Programs Office (11HPO) | page 6 | Grant & Per Diem | September-2022

Step 6: Once Registered, you'll be able to log in & view the VHA Grant Programs Portal page

Please select the **Grant and Per Diem Program** shortcut to:

- Apply for new NOFOs
- View applications in progress
- View active grant awards & activities



If you have any questions or need any assistance with registering or logging in to eGMS, please reach out to the GPD National Program Office by emailing GPDgrants@va.gov, please include your FAIN.